**Please complete this application form after reading the Tiaki Wai Fund Guidelines 2019**

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| Applicant Group Name: |  | |
| Legal Entity to be contracted with: |  | |
| Proposed Start Date: |  | |
| Proposed End Date: |  | |
| Tiaki Wai Funding Amount Requested: |  | |
| Has the project previously received funding from Te Wai Māori Trust through the Wai Ora Fund? If yes, please note the number of times funding has been granted and in which years. |  | |
| Does your project have a dedicated website? If yes, please include a link. |  | |
| Does your project require ethics approval in accordance with the Animal Welfare Act? If yes, have you applied for/received ethics approval (you must provide evidence)? |  | |
| Complete application form. **Use font Calibri size 11.** | |
| Attach project budget including costings (e.g. hourly / daily rates). | |
| Applications must not exceed 15 pages in total (including appendices). | |
| Please notethat the Tiaki Wai Fund requires the applicant to provide a **minimum of 20 percent** contribution towards the total project expenditure. | |
| **Application must be signed and dated by the relevant authority.**  Please e-mail your completed application to: [info@waimaori.maori.nz](mailto:info@waimaori.maori.nz) | |

### Section 1 Project Details

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| **1. Fit for Funding Strategy:**  **1a. General Priorities**  Describe how your project aligns with the general priorities stated in the Tiaki Wai Fund Guidelines.   * **Mātauranga Māori:** Describe how your project contributes to Mātauranga Māori relating to the health and wellbeing of freshwater fisheries and their habitats. * **Baseline Information and Monitoring:** Describe how your project promotes Māori-driven cultural monitoring and/or research of taonga freshwater fisheries.   **1b. Select one or more of the following funding priority areas.**   * Baselines and other population data: Examples include baseline population abundance and distribution information for taonga species; Recruitment and juvenile abundance of taonga species; Other population and abundance information. * Land use and management practices: Examples include assessing impacts of hydro schemes and pumps on various species, studying the impacts of different land-based activities on taonga species habitats. * Water quality/quantity: Examples include flow requirements needed by taonga species, impacts of human use of water on water levels, and the effects of pollutants and generally degraded water quality on taonga populations. * Pest fish and plants: Examples include understanding the impact of invasive pest plants and other organisms on taonga species and how to address it. * Safe to eat/harvest: Examples include the development of approaches to support iwi, hapū, and whānau to monitor possible health risks associated with harvesting and eating taonga species.   **How does your project address the selected knowledge gap(s)?** |
| **2. Project Summary (Objectives and Outcomes):** Briefly describe your project (when and where it will occur, how long will it take, etc), including its purpose, objectives, outcomes, and benefits. Please include a map identifying the application area and attach any letters of support (e.g. confirmation of other funding) that will add weight to your application. |
| **3. Capability, Methodology and Risk:** Describe how you will deliver the outcomes of the project. Demonstrate how monitoring objectives will occur and how risks, the likely impact (high, medium, low) and how they will be mitigated and overcome.  **3a. Please explain your project methodology.**  **3b. How are you going to measure and achieve your project’s outcomes?**  **3c. What is your plan for reporting on your objectives?**    **3d. What is the experience of your team and what skills do your team have to deliver? Do you have any examples of projects that you have successfully been funded for and completed?**  **3e. Detail what procedures you have in place to meet health and safety obligations relating to the proposed work.**  **3f. Identify the potential risks for your project (political, technical, biological etc.) and how these risks will be managed or overcome to successfully deliver to time, cost and requirements of the project proposal.**   |  |  |  |  | | --- | --- | --- | --- | | Risk Identified | [1] LOW [2] MEDIUM [3] HIGH | MINOR MODERATE MAJOR | What can we do in the event that the risk occurs? | | Risk | **Likelihood** | **Impact** | **Mitigation** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **4. Partnerships:** Explain how your project promotes and supports collaboration or partnerships. |
| **5. Project Budget (Complete Appendix 1):** Complete a project budget which shows how all expenses including in-kind contributions have been calculated, linking the costs to tasks in the application (fill in below or attach separately). Applications must be for no more than $5,000 + GST and applicants must provide a minimum of 20% contribution to the total cost whether it be cash or in-kind. For a contribution to count as “in-kind”, the contributor should incur actual and real costs resulting from their direct involvement in the project. This does not include undertaking activities that form part of their normal day-to-day duties. For in-kind personnel costings, reasonable local commercial rates should be used as a guide. Identify any other sources of funding – confirmed funding from others is preferred and will give an application a higher weighting. The budget should include details such as hourly rates, travel costs, consumables, field work etc. Please state specifically what the Tiaki Wai funding will be used to cover. **Applicants are required to provide letters of support or other evidence of contributions, be they cash or in-kind.** |
| **6. Project Resources (Complete Appendix 2):** Who is involved in the project and what is their relevant experience? Include management, financial, science and extension team members. |
| **7. Milestones (Complete Appendix 3):** Detail the dates of major deliverables and project completion. Funding payments will be made at two stages: at contract signing and at contract completion. |

#### Appendix 1 Project Budget

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| **Income** |
| **A:**  **Cash contributions** |
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| Other Source 1 |
| Other Source 2 |
| Other Source 3 |
| **Total A: Cash Contributions:** |
|  |
| **B:**  **In-kind Contributions (see guide for information) - Please provide breakdown of in-kind contributions** |
|  |
|  |
| **Total B: Total In-kind Contributions** |
| **TOTAL A+B:  Total non-Tiaki Wai Fund Contributions (minimum 20% of project cost)** |
| **C:**  **Funding sought from Tiaki Wai Fund** |
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| **Total project budget (A+B+C)** |
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| **Expenditure (please provide breakdown of how budget will be spent)** |
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| **Total** |
| **STATUS OF CASH CONTRIBUTIONS** |
| Other Funding source: |
| Source 1: |
| Source 2: |
| Source 3: |
| **Application Declaration Confirmation** |
| **Duly Authorised Agent (on behalf of the Applicant Group):** |
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| By completing and submitting this application, the Agent certifies and understands that: |
| * The Applicant Group has read and understood the Tiaki Wai Fund Guidelines, including the intellectual property section. * The project is believed to meet all the criteria and aligns with the identified funding priorities to be eligible for a Te Wai Māori grant; * All information provided is up to date, true and correct; * If a grant is approved, a contract will be entered into between the Applicant / Grantee and Te Wai Māori Trust. Te Wai Māori Trust will only enter into a contract with a legal entity; * Summary information about the application and any resulting grant (incl. applicant name, project title, and a summary of the proposal, its progress and results) may be made publicly available; * The signatory has the authority to commit the Applicant / Grantee to this application / contract; and * By submitting this application, the Applicant Group acknowledges that the assessment of projects will be a subjective and relative process, and that Te Wai Māori Trust has final decision-making authority in this process. |
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**Appendix 2 Project Resources**

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| **Project Team**: Identify the proposed team and their respective roles, and relevant experience. The team should be representative of the iwi, hapū, whānau or Māori organisation and can include specialists. Someone with financial skills is required to be the financial manager – this must be someone other than the project manager**.**  The role of “Other Resources” needs to be clearly defined in the project. These roles can include science, technology, extension and external providers. |

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| --- | --- |
| Project Manager | Name:  Address:  Phone/mobile number:  Email address: |
| Finance Manager | Name:  Address:  Phone/mobile number:  Email address: |

**Other project team members**

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| --- | --- | --- |
| **Name** | **Organisation** | **Role and Relevant Experience** |
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**Appendix 3 Milestones**

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| Milestones  List all significant milestones that lead to the project being successfully delivered (i.e. completion of the project’s outcomes or objectives). Deliverables should be SMART: Specific – Measurable – Achievable – Realistic – Time-bound.  Please include milestones and key activities to be undertaken to complete the project successfully and for which the reporting and invoicing will occur. Note that funding payments will be made in two stages: 50% at contract signing and the remaining 50% upon completion of the final milestone report (project completion). Evidence of milestone completion will be required. | | | | |
| **Milestone No.** | **Activity description:** | **Milestone completion date** | **Evidence of milestone completion** |
| **1** | Contract is signed |  | Contract signed by both parties |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**Applicant Checklist**

Fit for Funding strategy completed

Maps/plans of the site including maps of previous applications and how (if at all) they relate to the new project

Project summary, objectives, and outcomes completed

Project methodology completed

Project personnel and experience identified

Health and safety procedures detailed

Project risk assessment completed

Project budget/costs provided

Budget supporting documents attached

Proof of contributions (cash and/or in-kind)

Appendix 1 complete

Appendix 2 complete

Appendix 3 complete

Supporting documentation (letters of support, confirmation of other funds, evidence of  Animal Welfare Act Compliance (ethics approval) if required, relevant project documentation, etc.) attached.

Application declaration signed